

JOB ANNOUNCEMENT

VACANCY #03-AD-OMA-0004-R

Agency:	Office of Management and Administration (OMA)
Division/Unit:	Human Resources Division
Position:	Director, Human Resources
Grade/Step:	MSS – 0201 – 15/1 – 16/10
Salary Range:	\$84,441 - \$118,122
Area of Consideration:	Unlimited - <i>Previous Applicants Need Not Reapply</i>
Opening Date:	May 20, 2003
Closing Date:	June 30, 2003
Number of Vacancies:	One

Position Description: The incumbent is responsible for planning, directing and overseeing a variety of Human Resources advisory and support program segments. The office is responsible for various Human Resources support activities such as training and development, recruitment and staffing, compensation and benefits administration, employee and labor relations, EEO and Diversity, and position management/classification. Provides strategic direction and oversight to the training and development and personnel operations functions by setting goals, implementing standard practices and procedures, and setting realistic performance targets and measures. Ensures that employees of the division are meeting customer service goals and targets. Establish the operating framework for the OCFO Human Resources function. Adopts and/or develops policies and procedures to be followed by all managers in the OCFO.

Qualifications Required: Must have a minimum of one year or more of specialized experience (preferably in public administration, business administration, or other relevant field) at a level of difficulty and responsibility comparable to the next lower grade level. An equivalent combination of education and experience may be substituted for the required level of specialized experience.

Submission of Ranking Factors: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME OR APPLICATION.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and

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In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 1-2501 et seq., ("the Act") the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Harassment of persons on the basis of any protected category is prohibited.

accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

Ranking Factors :

1. Comprehensive knowledge of the principles, practices and policies of personnel management and administration and personnel transaction processing.
2. Comprehensive knowledge of and experience with DC and/or federal compensation and benefits administration.
3. Demonstrated leadership in managing a Human Resources Operations office.
4. Skill in oral and written communication to effectively and diplomatically interact with executives, managers, employees and external customers.

How to Apply: All applicants, including OCFO employees must submit (1) a DC2000 employment application and a resume, which clearly indicates the vacancy announcement number and the position title for which you are applying, and (2) and separate attachment addressing ranking factors. Internal applicants must also attach an application transmittal form. Submit documents to: Twana Brooks, 941 North Capital Street, N.E., Suite 1200, Washington, DC, 20002. Fax number (202) 442-6413. **Applications must be received by the closing date of the announcement.**

Applicants who require accommodations in the application process should contact the OCFO at (202) 442-6523.

District of Columbia applicants who wish to claim preference for employment with the OCFO must submit the “residency preference for employment” form, DC2000rp, or proof of D.C. residence with the application. To be granted preference, an applicant must: (1) be qualified for the position: and (2) submit a claim form or proof of residence at the time of application. Except for employees entitled by law to preference will not be granted unless the claim is made at the time of application.

APPLICANTS CLAIMING VETERAN’S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

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